



Admissions Representative

Overview

ITT Technical Institute is a leading provider of technology-oriented postsecondary degree programs designed to help students develop skills and knowledge they can use to pursue career opportunities in a variety of fields. At our more than 130 accredited ITT Technical Institutes located in 38 states, we predominately provide career-focused degree programs of study in fields involving technology, business, and nursing to approximately 50,000 students.

An Admissions Representative identifies, interviews, and facilitates the enrollment of prospective students in a program of study offered by the school.

Responsibilities

- Conducts face-to-face or personal interviews, telephone interviews and e-mail correspondence to identify high school and adult student prospects to determine their educational needs, concerns and interests.
- Responsible for facilitating orientation and Registration day activities.
- Closely assists and mentors students through the Admissions process.
- Ensures compliance with applicable Company policies and procedures, laws and regulations.
- Verbally communicates approved presentations to promote programs to prospective adult and high school students.
- Actively generates referral business to help maintain Company goals.
- Participates in school retention efforts by maintaining productive contact with his/her active students through graduation.
- Actively participates in special recruiting promotional activities.

Requirements

- High School diploma or equivalent is required. A Bachelor's degree from an institution accredited by an accrediting agency recognized by the U.S. Department of Education is preferred.
- Two years direct sales experience in admissions, recruiting, intangible or other sales is required with a High School diploma (or equivalent), or zero to two years' work experience with a Bachelor's degree.
- Able to communicate and persuade others. Possess strong interpersonal skills such as the ability to build cooperative relationships with a diverse customer base by being perceptive of others' reactions and understanding why they react as they do; the ability to ask questions to identify the motivations of others; selling or influencing others—convincing others to change their minds or actions; generating new student prospect referrals from a diverse customer base; and the ability to make presentations and conduct interviews.

At ITT Technical Institute, we offer a competitive salary, 401(k), group medical, dental and vision coverage, flexible spending accounts, a tuition discount program of more than 50% for you and your immediate family members, and employee tuition reimbursement, just to name a few.

Visit us at <http://careers-itt-tech.icims.com> to learn more about us and apply online. Positions are in the **Milwaukee, WI** area and **Arlington Heights, IL** areas.

APPLY FOR THIS JOB ON LINE @ <https://careers-itt-tech.icims.com/jobs/27885/admissions-representative/login>